

FAIRFAX AREA AGENCY ON AGING

VOLUNTEER JOB DESCRIPTION

POSITION TITLE: Volunteer Meal Deliverer
Forest Glen Senior Apartments, Centreville

PROGRAM: Home-Delivered Meals

AREA OF RESPONSIBILITY:

1. Meals Pick-Up/Meals Delivery

- a. To pick up meals in building lobby.
- b. To use the proper equipment (hot box and cooler) provided by the Meals on Wheels group in order to minimize the risk of food spoilage.
- c. To ensure that the meal count matches with the number of clients for the day's route.
- d. To return the hot box and cooler to the food drop-off location.
- e. Available to deliver meals when they arrive at Forest Glen.
- f. If unable to deliver as scheduled, notify the appropriate contact allowing as much time as possible to find a substitute.

2. Client Contact:

- a. To ensure that the meal is delivered to a client or a designated representative (i.e., **do not leave a meal at an unanswered door**).
- b. To maintain client confidentiality.
- c. In case of an emergency, first call 911, then follow the group-specific instructions.

VOLUNTEER BENEFITS:

- ◆ Liability insurance through Fairfax County.
- ◆ Mileage reimbursement, if requested, with completed mileage reimbursement form and submitted to the MOW Group Treasurer in a timely fashion.